Amanda Marks

10 Market Street

West Chester, PA 19380

May 12, 2014

First Name Last Name, Title

Company

Address

City, ST Zip

RE: position

Dear Title Last Name:

I am writing to express my interest in the position position. I have ten years’ experience as technology manager, and I know my skills and background are a good match for your organization.

My qualifications for the position include . . . I believe my background in . . . I have experience/education in the field of . . .

I look forward to discussing my qualifications with you further in person . . .

Respectfully,

Amanda Marks

610-692-9999